**Faculty of Modern and Medieval Languages**

**Policy on the recording of lectures**

April 2019

This policy sets out the circumstances under which students in MML may record lectures. It is not normally permitted to record any other teaching format. **[[1]](#footnote-2)**

**Students who have registered with the Disability Resource Centre and have Student Support Documents which include the recording of lectures as an appropriate adjustment are permitted to do so.** Support for making recordings is available via the DRC but students may also seek help from the School of Arts and Humanities Information Services Team (helpdesk@csah.cam.ac.uk). Students must have signed the DRC’s [Agreement for the Recording of Lectures, Seminars and Supervisions](https://www.disability.admin.cam.ac.uk/files/recording_lectures_agreement_2014_approved_version.docx) and returned it to the DRC. Students are reminded that whilst efforts are made to ensure that all lecturers are informed of your need to record, it is courteous to check at the start of the session that the lecturer is aware of your need to record, or to contact the lecturer beforehand.

The Faculty recognises that students may wish to record **lectures** for **reasons other than disability**. The Faculty policy for the recording of lectures is that this *may* be permissible under certain conditions, as follows:

1. Students wishing to record lectures for reasons other than disability (due to lecture clashes etc) should request permission from the individual lecturer in advance. Requests to record lectures may be accepted or declined at the discretion of the lecturer, to whom it will also be left to decide whether the student should have to attend the lecture in order to record it, nominate a proxy or allow the lecturer to record themselves.
2. Any agreement to record between individual lecturers and students will be valid for a maximum period of one academic year. Lecturers may, if they wish, define a precise period during which permission to record will be granted.
3. Permission for all recording of lectures must be confirmed by the completion of a form signed by both the student and the lecturer.

For all students recording lectures

Any student who is granted permission to record will be deemed to have agreed not to share the resulting recording in any form with any third party. Sharing without permission shall be considered a breach of copyright and appropriate action will be taken.

A permission form for students recording for reasons other than disability is available on the Faculty’s web pages and on Moodle course sites.

If you have any questions please contact either the relevant Section Secretary or the Faculty Disability Officer (disability@mml.cam.ac.uk).

1. The Faculty does not permit the recording of seminars, except for those students with SSDs in place which list this as an appropriate adjustment. For supervisions, students should consult with their Director of Studies. [↑](#footnote-ref-2)